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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 15 JANUARY 1986

1. Progress Report on Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

A. DAS

NO (1) The Logistics Overtime Tracking System (LOTS) has been frozen in terms of further modification/alteration of its operating software. A draft user manual is currently undergoing review and revision so that it can provide an essential and complete source of instruction.

NO (2) Sixteen terminal/printer relocation requests have been submitted to OIT for the purpose of removing ADP equipment from the Room 2D51 area. IMSS equipment will be placed in lot storage from this area. The "evacuation" is to accommodate an OC request to use this former LIMS office space.

NO (3) The sixth issue of OL Wang Notes was released from the pen of the OL Wang System Administrator, this date.

NO (4) During this reporting period, approximately 15 applicant resumes have been reviewed and one applicant interview was conducted. Interviews have been requested from 10 of the resumes.

NO (5) PMS/CONIF personnel are taking advantage of a light work load by enrolling in OT&E computer courses. In this connection, the DAS is investigating the means to establish a computerized data base of MLD careerist's training needs and accomplishments.

B. Regulations.

(1) IMSS actions on regulations included the following:

NO

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INFORMATION AND MANAGEMENT SUPPORT STAFF
WEEKLY REPORT FOR PERIOD ENDING 15 JANUARY 1986

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(4) Other.

no IMSS is presently reviewing and updating Office of
Logistics (OL) Emergency Procedures in an effort to streamline
procedures and improve lines of communications.

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~~SECRET~~WEEKLY REPORT FOR SUPPLY DIVISION FOR PERIOD
ENDING 15 JANUARY 19861. Progress Report on Tasks Assigned by the DCI/DDCI:

None.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

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NO-

b. Representatives from ~~Operations Support Branch, Supply Division, and Automated Data Processing and Engineering Branch,~~ Procurement Division, provided Office of Information Technology (OIT) management with three options on how to establish and administer an Agency Personal Computer (PC) Software Store. The most favored approach, with emphasis on using existing procedures to provide low-risk customer support, is one of vendor consignment. Currently, OL and OIT personnel are examining a GSA contract for the "Math Box" consignment store. This effort will provide the remaining data needed to formulate requirements necessary for a proposed January 1986 contractual statement of work.

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d. Supply Management Branch (SMB), Supply Division, received a memorandum from the Deputy Chief, Management Group, Office of Information Technology (OIT), requesting Supply Division purchase and maintain stock of special paper required for the Xerox 2700 Laser Printer. Information received stated that there are about 100 printers installed, with 70 or more in [redacted] awaiting installation. Current projections are for about 50 new 2700s to be installed per year, for the next two to three years. Estimated usage for the paper, per machine, is 11,000 sheets per month. At the time of OIT's memo, August 1985, only three of the 100 installed machines were in actual operation and it was suggested that 150,000 sheets, approximately three to four months use, would be a good starting point for stock. SMB has since learned, from increased requisitioning activity, that seven more printers, bringing the total to ten, are now in operation. This activity has had considerable impact on our current stock and until replenishment supplies arrive, each office has been instructed to order paper on a direct delivery basis. SMB has also instructed OIT to keep this office informed of any additional installations so our on-hand and on-order supply of this special paper can be adjusted to meet the daily requirements.

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NO
e. On 6 January 1986, Interdepartmental Support Branch (IDSB), Supply Division, received a priority request for Virginia registration and tags for the Director of Security's new 1986 Pontiac vehicle to meet a required date of 14 January 1986. In order to process the necessary paper work a Certificate of Origin was required. A check with General Procurement Branch, OL and the Central Depot was negative in locating the certificate. A call to the local dealership was made by the Central Depot and arrangements were made for IDSB to pick up the certificate in person. Upon arrival, the dealer was unable to locate the certificate, and requested our personnel to return later in the day to make the pick up. On the second trip to the dealership the certificate was located,

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and the necessary paperwork processed by IDSB to obtain the Virginia tags. OL/Security Logs was advised in the afternoon of 10 January that the tags were ready for pick up. [REDACTED]

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h. On 13 January 1986, two members of the Inventory and Audit Section, Operations Support Branch, Supply Division, reported to Printing and Photography Division to conduct an on-site physical inventory of all of their accountable property. The purpose of this inventory is to identify the locations of all accountable property that was recently relocated within the Printing and Photography Building. This will be accomplished through the use of computer listings generated from the Agency Standard Automated Property System (ASAPS). This project should take approximately three weeks to complete. [REDACTED]

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i. Supply Management Branch, Supply Division, is preparing Standard Operating Procedures (SOPs) on document processing within the Commodity Sections of the branch. These procedures will be made into a reference book with simplified guidelines on how to process and prepare all documents. Chief, Commodity Section "B", has completed the first of the SOPs on Stock Replenishments. [REDACTED]

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j. Miscellaneous

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Operations Support Branch, Supply Division,
completed the AL-30 Wang Training Course 7 January 1986. (U)

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During the week of 13 January 1986, the following Supply
Management Branch, Supply Division, employees are attending the
following training courses:

3. Significant Events Anticipated During the Coming Week:

None.

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PRINTING AND PHOTOGRAPHY DIVISION
WEEKLY REPORT FOR PERIOD OF
9 January - 15 January 1986

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C. On 9 January 1986 a representative from the Office of Logistics, Printing and Photography Division (OL/P&PD) participated in a meeting of the Directorate of Administration (DA) Television Steering Group to formulate

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the basis for the Deputy Director for Administration's (DDA) response to the Deputy Director of Central Intelligence's (DDCI) suggestion that television activities be consolidated within each Directorate. To that end each of the recommendations presented in the Inspector General (IG) study on television activities within the Agency that had any bearing on the DA were discussed in terms of overall DA objectives and in terms of impact on each component involved in these activities. The results were:

1. It was decided that television activities within the DA are not to be consolidated at this time. Several factors led to this decision not the least of which was that the DA does not currently have the resources to establish a centralized television service. This position will be re-evaluated in one year.

2. It was decided to let the ad hoc Agency-wide television users group be the vehicle for addressing such concerns as program quality, staff training, etc.

3. It was decided that OL support activities involving videotape replication, systems maintenance (new initiative), library (new initiative), and Agency-wide equipment approval/inventory maintenance were, based upon the availability of resources, to be brought to a level required to support all DA and Agency-wide television production activities.

4. It was decided that no regular meetings of the Television Steering Group are to be held. The group will meet as required.

NO * D. The Office of Logistics, Printing and Photography Division (OL/P&PD) is continuing the study of alternatives for the production of unclassified Joint Publications Research Service (JPRS) and Foreign Broadcast Information Service (FBIS) publications. To that end, the Satellite Printing Plant study is nearing completion. A study pertaining to the outside contracting of unclassified publications is expected to be completed in late January.

NO * E. Two representatives of the Office of Logistics, Printing and Photography Division (OL/P&PD) travelled to Boston on 13 and 14 January to discuss the status of the outstanding items for P&PD's Digital Prepress system with representatives of XYVISION Inc. The two items of primary

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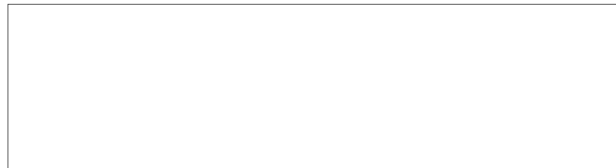
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interest are development of software to drive the Gerber Electronic Page Controller (EPC) in EPC native language, and the software modification to pass page pairs to the EPC in imposition sequence. These items are required for P&PD to achieve its goal of computer-to-plate operation. There are several other items to be discussed at this meeting.

ND F. A member from the Office of Logistics, Printing and Photography Division (OL/P&PD) met with the Secretaries to the Director, Deputy Director, and Executive Officer of OL on Wednesday, 8 January 1986. The purpose of the meeting was to begin training the secretaries to use CUECHART, a computer graphic package on VM that allows users to create their own word chart and graphs electronically. Further training sessions are planned and will continue until the secretaries are familiar with the system.

II. Significant Events Anticipated During the Coming Week

None.



Vincent T. Durkin

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HEADQUARTERS OPERATIONS, MAINTENANCE
AND ENGINEERING DIVISION, OL
WEEKLY REPORT PERIOD 15 JANUARY 1986

I. Progress Report on Tasks Assigned by DCI/DDCI:

None.

II. Items/Events of Major Interest:

HOME, OL,
a. *Yes* The ~~OL/HOME/Interior Design Staff~~ gave display assistance to the Historical Intelligence Collection staff in *preparing* an exhibit commemorating the fifth anniversary of the release of the American Hostages in Iran. ~~Three cases show assorted memorabilia~~ Ambassador Bruce Laingen, American charge d'affaires during that period, loaned many personal items. *This the* exhibit can be viewed at the Headquarters Library during the month of January. *✓*

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no c. Maryland income tax forms and a portion of Federal income tax forms are available in the Headquarters Supply Room. Virginia income tax forms have been ordered, but have not yet arrived. The District of Columbia income tax forms should be available by the week of 20 January. Tax forms will be placed in the Headquarters Supply Room only. Unlike general stock items, these forms will not be mailed to or placed in outlying buildings.

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no d. During the week of 6 January, OL/HOME/Supply Section processed an emergency requisition for WANG OCRA-10 printwheels. The Office of Communications OCR reader will not accept the print quality of off-brand WANG compatible printwheels. *no* currently has an inventory of 2,127 off-brand OCRA-10 printwheels, which they are attempting to return through the Procurement Division.

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f. Science Applications International Corp., ^{the} ~~on~~ contractor hired to identify all asbestos insulation ~~on~~ the Headquarters complex, has completed approximately 85% of the ~~contract~~ ^{tasks}. All that ^{now} remains ^{of the contract} is the color coding of pipes in the South Penthouse and the submission of detailed blueprints noting all locations of asbestos in the Headquarters Building.

g. OL/HOME/Design Branch has completed the construction drawings for the first of 12 projects for the Counter Terrorist Intelligence Support Staff.

III. Significant Events Anticipated During the Coming Week:

None.

Chief
Headquarters Operations, Maintenance
and Engineering Division, OL

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REAL ESTATE AND CONSTRUCTION DIVISION WEEKLY REPORT
FOR PERIOD ENDING 14 JANUARY 1986

1. Progress Report Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest That Have Occurred
During the Preceding Week:

a.
(2) Lease Negotiations - In a meeting with the General Services Administration (GSA) on 10 January, 1986, Real Estate Branch, Real Estate and Construction Division, Office of Logistics (REB/RECD/OL) requested that GSA consider the inclusion of a purchase option plan in the [redacted] lease agreement. A ten year lease is being negotiated with Gates Hudson, and ~~REB feels that the~~ *it is felt* that the government should include an option to buy the property at some later time during the lease term. The purchase of property for federal agencies is consistent with GSA *policy,* ~~thinking now,~~ although funding can be a major problem. GSA will advise ~~REB~~ *REP* of its decision to pursue this course of action. [redacted]

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WEEKLY REPORT FOR PROCUREMENT DIVISION

FOR PERIOD ENDING 15 JANUARY 1986

1. Progress Report of Tasks Assigned by the DCI/DDCI:

No tasks assigned during this reporting period.

2. Items or Events of Major Interest that have Occurred During the Preceding Week:

a. On January 9 and 10, 1986 representatives of Production and Services Contracts Branch, Procurement Division (P&SCB/PD), the Office of Personnel (OP), and Commercial Systems Audit Division (CSAD) met with officers of [redacted] for the purpose of discussing the audit of the fiscal year 1985 relocation contract and negotiation of the fiscal year 1986 contract. [redacted] is presently operating under a letter contract for fiscal year 1986.

Throughout the two-day discussions, efforts were made to familiarize the contractor with requirements peculiar to Government contracting. Areas of disagreement were attributable primarily to discontinuity between the contractor's normal commercial practice and government regulations.

The primary issues discussed were the need for design and implementation of an acceptable accounting system, and disallowance of some costs billed to the 1985 contract. Agreement was reached whereby a ledger accounting system will be instituted for the Relocation Center operations, and automated accounting for home sale transactions will be provided by a contract data management service.

Discussions concerning costs disallowed under the audit were lengthy, resulting in ultimate agreement on a total of \$82,921 in costs to be credited to the government, consisting of entertainment costs, billing duplications, and a large category of overtime hours billed although not disbursed to the employees. Further, the 1985 contract will be amended to a hybrid of fixed price and cost reimbursable-type contract to facilitate the agreements reached.

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NO c. Production and Services Contracts Branch, Procurement Division, presented a docket to the Agency Contract Review Board (ACRB) on 07 January 1986 for multiplexers from General Datacomm Systems, Inc. (GDSI) in the amount of approximately \$750,000. The ACRB granted conditional approval of the docket based on receipt of a more specific sole source document from the Contracting Officer's Technical Representative (COTR) who did not attend the meeting. This revised sole source document was received on 09 January 1986 and was reviewed by [redacted] of the Procurement Management Staff (OGC), and approved. A contract number was given to GDSI on 09 January due to the urgency of the procurement based on this approval. The ACRB also recommended competing future procurements of these items and discussions have been initiated with the COTR to come up with specifications for a Request for Proposal. [redacted]

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NO d. The Office of Communications Engineering Division has a requirement for in-house training for up to 12 students on the operation of the Timeplex LINK/1 multiplexer and Prophet Software in the Franconia, Virginia, area during the period of 24 February 1986 through 28 February 1986. The contracting officer has recently negotiated the price, terms, and conditions with Timeplex, Inc., and the resultant contract in the amount of \$12,525 is being processed. [redacted]

*will be tested
for possible use in
the office of
logistics*

YES
e. ~~The Automated Data Processing and Engineering Branch,~~ Procurement Division, negotiated a contract with Management Science America, Inc. (MSA), for the purchase of an Accounts Payable System and Materials Management Inventory System Software Licenses. These software packages will be used for test and evaluation purposes to determine how this software interfaces with the Agency's Cullinet Database Management System and General Ledger package. An evaluation will also be made of the functional capabilities and limitations of the MSA software. This software ~~will support the acquisition~~ of the Commercial Logistics Application System (CLAS). A firm-fixed-price contract in the amount of \$299,625 will be issued by 15 January 1986. Savings realized due to negotiation of this effort are approximately \$60,000. [redacted]

NO
f. On 8 January 1986, representatives from The Automated Data Processing and Engineering Branch, Procurement Division (ADP&EB/PD), Supply Division, and the Office of Information Technology, met to further discuss the acquisition of software to stock the Agency's planned Software Store. As a result of this meeting, and in an effort to explore all options for setting up a store, ADP&EB has contacted and discussed with the contracting officer for the GSA ADP store the procedures and problems experienced by GSA in setting up and maintaining the GSA ADP Store. Additionally, the Agency is obtaining a copy of the GSA ADP store contract as well as a copy of GSA's Request for Proposal being issued for their Fiscal Year 87 ADP contract. [redacted]

NO
g. The Automated Data Processing and Engineering Branch (ADP&EB), Procurement Division, has been requested by the Office of Information Technology (OIT) to participate in the acquisition planning process that will result in the issuance of a competitive Request For Proposal (RFP) for a microcomputer security system. It will be a computer-based system providing the capability to encrypt/decrypt all data written to and read from all normal forms of local storage media and control access to all facilities of the microcomputer. The system must be embodied on a single PC module and run on IBM personal computers, i.e., 3270 PC and PC/AT compatible machines under PC DOS. The encryption chip to be used will contain a cryptographic algorithm for the Commercial Comsec Endorsement Program (CCEP) managed by the National Security Agency (NSA). The system must meet NACSIM 5100A TEMPEST requirements and all security relevant software for the system verification. A request for industry interest is anticipated to be forwarded to thirteen potential bidders during January 1986. [redacted]

h. On 3 January 1986, the Automated Data Processing and Engineering Branch, Procurement Division, received a purchase request from the Office of Information Technology (OIT) to purchase an IBM 3090-200 Processor Unit, 3092-001 Processor Controller, 3097-001 Power and Coolant Dist Unit and related equipment to complete the SAFE/DIA Delivery 2.X/3.0 System configuration. This equipment will be purchased under an Alternate Payment Plan contract with IBM Corporation, Bethesda, MD, for a total price of \$6,153,452 paid over the next five fiscal years with the initial payment for FY86 at \$1,027,715. ok,

i. The General Procurement Branch, Procurement Division, has issued a Request for Proposal for a requirements contract covering a combined P&PD/OL and NPIC requirement for fifty three types of paper for fiscal year 1986, with options to extend for fiscal years 1987 and 1988. Technical evaluation is underway and final paper samples were received by Printing and Photography Division, Office of Logistics, for testing on 14 January 1986. Discussions with offerors in the competitive range are now closed, and best and final offers are to be received by 21 January 1986. This procurement will be presented to the Agency Contract Review Board and it is anticipated that award will be made mid-February 1986.

j. The General Procurement Branch, Procurement Division, received a request for typewriter repair services from OL/HOME. A Request for Proposal was sent to six companies with three responding by the closing deadline of 2 December 1985. The technical evaluation was completed in early January by personnel from OL/HOME. Presently, further information is being solicited from the three companies for a more complete evaluation. It is anticipated that the amendment for the best and final offers will go out the week of 13 January 1986 with a deadline of 27 January 1986. The evaluation will be complete and ready to present to the Agency Contract Review Board on 4 February 1986 with award being made by 5 February 1986. The period of the contract will be for 1 March 1986 through 30 September 1986, with an option to extend for fiscal years 1987, 1988, and 1989.

3. Significant Events Anticipated During the Coming Week

None.